



Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Massachusetts Public Library Construction Program

2016-2017 Construction Grant Round Application

Applicant Municipality

Westford

Applicant Library

J.V. Fletcher Library

50 Main St.

Westford, MA 01886

Primary Contact

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Library Board Chairperson

Hajo Koester

Signature

Building Committee Chairperson

Thomas Mahanna

Signature

Total Estimated Project Cost:

\$ 21,456,126

Original Plus Seven (7) Copies

Due: THURSDAY, JANUARY 26, 2017 by 4:00 PM

Send to: Massachusetts Board of Library Commissioners

98 North Washington Street, Suite 401, Boston, MA 02114-1933

617-725-1860 / 1-800-952-7403 (in MA)

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APPLICATION PACKAGE SUBMISSION AND FORMAT REQUIREMENTS

1. Format and submission:

- a. A complete application and a project abstract must be received at time of submission.
- b. Print on both sides (double-sided)
 - i. The original and all copies must be placed in three-ring binders (3" spine max), with tabbed dividers provided by the MBLC
 - ii. One original must be signed, dated and labeled "Original Copy"
 - iii. Seven additional copies must be provided

Faxes, electronic submissions and late applications will not be accepted. All copies must be postmarked or delivered by 4:00 PM on Thursday, January 26, 2017 to:

**The Commonwealth of Massachusetts
Board of Library Commissioners
98 North Washington Street, Suite 401
Boston, MA 02114-1933**

2. Required submittals:

- a. Library building program with completion date noted on front cover
- b. Copy of title(s)/deed(s) for the proposed building site
- c. Schematic drawings (or more complete drawings as available) prepared and stamped by a Massachusetts-registered architect*
 - i. One half size (15" x 22") set accompanying the Original Copy
Include the following:
 1. Floor plan shown at 1/16" = 1' with a complete furnishing and equipment layout. Indicate number of square feet in each area/room and heights of all shelving. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout
 2. Elevations of proposed facades, including those showing public entrances
 3. Sections as needed for clarity, especially for building designs involving multiple levels and/or ceiling heights
 - ii. Eight copies reduced to fit 11" x 17" paper & inserted into each binder in Appendix O.
Include all items listed in (i)
- d. Site plan and topographic survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger)
- e. Tabulation of square footages called for in the library building program and comparison to the square footages shown on the architectural plans
- f. Tabulations of the number of books, magazines and audio visual materials called for in the library building program in relation to the square footages shown on the architectural plans
- g. Tabulations of the number of seats and staff work spaces called for in the library building program in relation to the square footages shown on the architectural plans
- h. Written explanation of parking plan and a letter or other documentation showing municipal approval by the appropriate commission or board

- i. Geotechnical survey, including soil boring and percolation tests as needed, certified by a licensed professional engineer providing a thorough subsurface soil analysis to document the appropriateness of the site for construction and existing special conditions
- j. Hazardous materials survey report for proposed site and existing building, if applicable
- k. Other environmental, structural, and energy related reports as required and appropriate for individual projects
- l. Stamped topographic land survey, completed within 15 years prior to application, delineating boundary lines for entire site to be included in the library building project
- m. Estimated project budget, prepared independently by a qualified and experienced professional cost estimator, based on the site plan and schematic design drawings
- n. Map showing existing and, if different, selected future library site
- o. Floor plan(s) of existing building
- p. Proposed plan for funding the project
- q. Project timeline, from design development through completion of construction
- r. Photographs of site and building, with accompanying captions
- s. Copy of the completed and submitted Massachusetts Historical Commission Project Notification Form
- t. For joint public library construction projects, applications must also:
 - i. address and specify the combined populations served by the communities to be used in the planning process;
 - ii. include a written management plan and formal agreement by the municipalities proposing the joint public library
- u. For projects including space housing another agency, organization or department as well as the library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.
- v. Other additional information or documentation as required by the Massachusetts Board of Library Commissioners

* One set of 11"x17" reduced drawings must be included in each binder in Appendix O. One half-size (15" x 22") set must be folded and placed in the pocket of the Original Copy binder. All drawings and documents must be clear and readable, with labels to indicate all programmed public and staff spaces and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The layout must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc.

PRELIMINARY APPLICATION INFORMATION/OVERVIEW

A. ABSTRACT

Summarize your construction project in 250 words or less. Include the following:

- the date of construction for the original building and subsequent additions
- the size of the structure to be replaced or renovated/expanded
- the proposed project's gross square feet
- current and projected population figures, and
- major features/characteristics of the proposed project

[The current 22,456 sq. ft. J. V. Fletcher Library – serving a population of 21,951 – was constructed in 1895, with 1963, 1969 and 1988 renovations and additions to the original Victorian building. The proposed design will offer 35,159 gross sq. ft. of public space for a projected Westford population of 24,072. Presented to the Westford public as a project that will allow the space "to put the **PUBLIC** in our public library" the major improvements are all public-focused: an enlarged Children's Room and programming space, a Young Adult space, doubled public meeting room space, study and tutorial space, Local History space off a new Information Services space, and centralized grade-level circulation. Safety and code updates will protect the public and future flexibility will result from the leveling of floor elevations and the flexible siting of print and media collections.]

B. PROJECT SITE ADDRESS

J. V. FLETCHER LIBRARY, 50 MAIN ST. WESTFORD MA 01886

C. TOWN MEETING / CITY COUNCIL VOTE

An MPLCP funded project must be an Approved Public Library Project. Approval requires one of the following:

1. a majority vote of the town at Town Meeting; or
2. a majority vote of the city council, with the approval of the mayor in the case of a city; or
3. a vote of the town council in the case of a municipality with a town council form of government

To meet this requirement two votes are required:

- to give permission to apply, accept and expend State grant funds, and
- to approve the project's schematic design.

If votes have taken place, check the box below and attach copies of certified votes in Appendix B. If votes have not taken place, check the box below and indicate the date they are expected. Votes must be secured and a certified copy must be forwarded to the MBLC by **June 17, 2017**.

The vote to approve applying for, accepting and expending State Grant funds for Library Construction has been:

- ☒ Received on October 17, 2016
- ☐ Not received but will seek approval on [Date]

The vote to approve the project's schematic design has been:

- ☒ Received on October 17, 2016
- ☐ Not received but will seek approval on [Date]

You do not need to secure voter approval for local funding of the construction project at this time. That vote is required within six months following the library's receipt of a MPLCP provisional grant award.

SECTION 1: PROJECT INFORMATION

1. CENSUS AND LIBRARY

1. *Population of applicant municipality:*

- | | |
|--|--|
| a. 2010 U.S. Census Population for population | <u>21,951</u> |
| b. Later official census population, if different than above | <u>23,264</u> |
| Cite the source(s) used to update census population. | NA |
| Estimated 2035 Population | <u>24,072</u> NMCOG/Department of Transportation (DOT) |
| Cite all source(s) used to determine the single projection for the 2035 population | NMCOG/DOT |

2. *Library Statistics [Pages 1 – 9 FY 2015 as reported on MBLC FY2016 ARIS Report]*

- | | |
|--|------------------|
| a. Population served by library | <u>23,265</u> |
| b. If a branch, estimated population served by this location | NA |
| c. Attendance | <u>261,320</u> |
| d. Number of registered borrowers | <u>17,935</u> |
| e. Total physical holdings | <u>148,081</u> |
| 1)Books | <u>102,262</u> |
| 2)Audio (Compact discs (not CD-ROMs) cassettes | <u>10,511</u> |
| 3)Video cassettes/discs/DVD | <u>10,241</u> |
| 4)Print periodicals, newspapers & other print serials | <u>596</u> |
| f. Total circulation activity | <u>322,526</u> |
| g. Hours | |
| 1)Total number of hours main library was open. | <u>2,737</u> |
| 2)Total number of hours all branches were open. | <u>0</u> |
| h. Operating Income | <u>1,642,803</u> |

3. *Main Library Facility Information (as reported on MBLC FY2016 ARIS Report)*

If project is for a branch library building, an additional sheet will have branch library figures

- | | |
|--|---------------|
| a. Main library GSF | <u>22,456</u> |
| b. Year main library was built | <u>1895</u> |
| c. Year of most recent renovation | <u>1988</u> |
| d. Number of dedicated parking spaces | <u>66</u> |
| e. Main library seating capacity | <u>91</u> |
| f. Number of main library meeting rooms | <u>2</u> |
| g. Largest meeting room seating capacity | <u>100</u> |
| h. Individual or group study rooms | <u>2</u> |
| i. Number of times all meeting rooms were used | <u>1,854</u> |

4. *Automated Library System as reported by Networks*

- | | |
|-------------------|-------------|
| a. Member network | <u>MVLC</u> |
|-------------------|-------------|

- b. Type of membership
c. Stand-alone system

Full
[]

2. PROJECT

1. Library type:

- ☒ Main Library
☐ Branch Library
☐ Joint Public Library
☐ Other (please specify) _____

2. Current facility:

- ☒ An existing library facility will be part of construction project
☐ The existing library facility will not be part of the construction project
☐ No library facility currently exists

3. Proposed project:

Renovation or Renovation/Addition	New Construction
Is the existing building a library? yes If no, specify building type: [type]	Site size (acres): [number]
Date of original construction: 1895	Final size of proposed project: [GSF]
Date(s) of renovations and/or addition(s): 1963,1969,1988	
Gross square feet of existing: 22,456	
Site size (acres): 1.59	
Will portions of the building be demolished? yes If yes, #GSF to be demolished: 2,130	
Final size of proposed project: 35,159	

Is the proposed project a Joint Public Library Project? No

If yes, list the other municipality or municipalities participating: [name(s)]

Will the proposed project include space for functions other than public library functions? No

Note: For projects including space housing another agency, organization or department as well as the library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.

4. Size of project

	Gross Square Feet	Net Usable Square Feet
From Library Building Program	31,811	24,470

From Schematic Design Drawing(s)	35,159	25,724
----------------------------------	--------	--------

5. The completed project will meet or exceed a building efficiency rating of 73%
(Ratio of the net usable square feet to the gross square feet (nsf divided by gsf = building efficiency)
If efficiency rating is less than 65%, provide an explanation: 74%
6. *This project will attain LEED certification and apply for the MBLC Green Library Incentive.*
Yes ☐ No ☒ If yes, certification level planned [Certification level]
7. *Does the town or the library hold fee simple title (property owned completely, without any limitations or conditions) including access to the site, or does the town or library lease it?*
Yes ☒ No ☐ [number] Year Lease ☐, with expiration date of [Date]
8. *The existing building to be renovated is:*
☐ On the National Register of Historic Places
☒ On the Massachusetts Historical Commission's Inventory of Historic and Archaeological Assets
☐ In a historic district

9. *Space Summaries*

Fill out the Estimated Space Summary Chart and the Estimated Capacity Chart (click on link below). Provide a brief rationale for the proposed collection and seating numbers if they vary 10% or more from collection and seating guidelines in the Program Notice and shown below.

Projections for the collections size of the future Westford Library have varied from over 125,000 to the 105,000 which constitutes the BASIC LEVEL Wilson Library standards for the future Westford population. While the Library Building Program called for 118,500 physical materials (with deeper and broader retention in the Children's Collections, the projected Design manages just under 110,000 items —or within 6% of the Library Building Program projection.

Guidelines:

Volumes per Capita (Print)

A general rule of thumb is that every library, regardless of the population served, should have a minimum of 8,000 volumes (in all physical formats)

Population	Volumes per Capita
Less than 2,500	10
2,500 to 4,999	7
5,000 to 9,999	6
10,000 to 24,999	4.8
25,000 to 49,999	3.4

50,000 to 99,999	3.6
100,000 and over	2.5

Source: *Wisconsin Public Library Standards*, 5th ed., 2010

[\[http://pld.dpi.wi.gov/pld_standard\]](http://pld.dpi.wi.gov/pld_standard)

Seats per 1,000 Population

Seating should meet or exceed the number calculated using the table below. For a library whose population falls between the figures given, the recommended number of seats should be calculated proportionally.

Seats at fixed computer workstations, microform readers and other dedicated seating should not be counted in the general seating count. Also omitted from the general seating count are seats in rooms not always open to library patrons, such as auditoriums, meeting rooms and study rooms.

The seating for Westford patrons provided in the future Design aligns with — and at times exceeds — the seating in the original Library Building Program. The real discrepancy is in the Adult Café area which receives less square footage and less of a distinct area than anticipated in the Library Building Program.

Population	Seats per Thousand
1,000	22.5
2,500	14.25
5,000	10.0
10,000	7.0
25,000	4.5
50,000	3.0
100,000	2.25

Source: Dahlgren, Anders: *Public Library Space Needs: a Planning Outline*, 2009

[\[http://dpi.wi.gov/pld/boards-directors/space-needs\]](http://dpi.wi.gov/pld/boards-directors/space-needs)

Estimated Space Summary Chart

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Estimated Capacity Comparison Chart

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Capacity Comparison

10. STATEMENT OF NEED & PROJECT PROPOSAL

Be brief and concise, using bulleted or numbered lists where possible. Use n/a as needed.

1. Community vision and project participation

A. What is the community's vision of itself?

According to the April 2009 **Westford Comprehensive Master Plan** Vision Statements, "Westford wants to be a community that:

- *Appreciates its natural resources and open space.*
- *Celebrates and preserves its heritage.*
- *Promotes and maintains a culture of appreciation of governance.*
- *Works actively to protect the public health, safety, and welfare of all of its residents.*
- *Supports the local economy and businesses.*
- *Respects and promotes class and cultural diversity.*
- *Values its exceptional public school system."*

B. What is the library's vision and/or mission statement and how does it align with the community's vision of itself?

J. V. Fletcher Library Vision Statement:

The J. V. Fletcher Library is a global gateway dedicated to serving the Town of Westford and committed to celebrating the community's heritage, diversity and multiculturalism.

Library patrons of all ages and socio-economic circumstances experience the Fletcher Library as a responsive, innovative resource meeting their unique needs and offering a personal library experience.

Lives are enriched and enhanced through the lifelong exposure to, and exploration of, life-changing ideas, creativity, information and evolving technologies.

*In a world of rushed and removed relationships, the library offers both a virtual village and a space of sanctuary and community. **Approved by the Board of Library Trustees, June 4, 2012.***

J. V. Fletcher Library Mission Statement:

*The J. V. Fletcher Library serves as a progressive responsive community resource, dedicated to the informational, cultural, educational and technological needs of its patrons. The Library supports its users in their lifelong pursuit of learning, personal growth and self-fulfillment. It encourages the young in their exploration of, and celebration of, the world. The Library is a resource for exploring and using new technologies, collections and media. The Library provides a gathering place for community members – in all their diversity – to meet in social engagement, to share discourse, to ponder divergent ideas and to engage in civic connection. The Library strives to be both reflective of and responsive to the community. It also seeks to be in the forefront of professional library service – attracting and leading the community into the future in a warm and welcoming public setting. **Approved by the Board of Library Trustees, July 9, 2012.***

The Library Vision and Mission statements align with the larger Westford Community statements in supporting community heritage, diversity, historic preservation, the welfare and growth of Town residents, support of businesses and lifelong learning. The Library both collaborates – through the

Public School/Public Library Collaborative in supporting the formal public schools of Westford, and provides a lifelong learning arena full of resources. The Business community is supported via the weekly *Westford Job Seekers Network*. The Community Vision detailed in the Town Master Plan speaks to retaining Westford Center “as the cultural, institutional and civic heart of the Community”, as well as to the retention and protection of historic town records and archives. This Town sentiment in part drove the retention of the Mary Atwood Hall on the third floor of the proposed design, as well as the creation of a first-ever Local History Room. It also informed the decision to continue with the current siting of the Library on the historic Town Common.

A. How does the proposed project support the community vision and the library’s vision/mission?

The proposed Library renovation and expansion project supports the Westford Community and J. V. Fletcher Library visions by retaining the library presence on the historic Town Common as part of a larger civic center, by promoting diversity of thought, congregation and discourse (via collections and meeting spaces), and by supporting lifelong learning in all of its expressions. More specifically, the enlarged library make possible services that are now languishing (or un-launchable) due to lack of space. The age groups that use the Westford Library most — youngsters and tweens — are least well-served in the current building, with its truncated Children’s wing and open aisle for Teen collections. This age cohort (19 years and younger) holds steady at 33% of the Westford population through the 2034 life of the building.

B. How has the library engaged the community in the project’s planning and design process?

- Direct and open-ended Facility Needs questions were incorporated into the 2012 Library Strategic Planning Process Community Survey (Strategic Plan spanning 2014-2018)
- Annual Town Meeting of March 26, 2012 approved a capital request of \$20,000 for the Planning and Design Grant “local match”
- The Fall 2013 Town wide Events Mailer (sent to every Westford household) led with publicity regarding the Planning and Design grant process, and invited the public to attend Public Forums on the Ideal Public Library in October and November 2013 facilitated by Consultant Cheryl G. Bryan
- Fliers for the two Public Forums were placed in every Library Hold item, for two weeks prior to the two forums
- Public Forum attendees filled out Participant Comment Forms while the Consultant tallied input on flipcharts and attendees at the November 30 Tween Holiday Gifts Program and Members of the Young Adult Advisory Board filled out Participant Comment Forms to solicit the teen/tween perspective
- All six of the past semi-annual Library Events Mailers have led with the Grant initiative update; each of the most recent Census Mailings included a Library Grant insert
- The Library Design was one of four large capital projects to which an entire session of the June 16, 2016 Town Strategic Planning Retreat was devoted [See ATTACHMENT 1 “June 16, 2016 Strategic Planning Retreat Financial Summary” presented by Town Finance Director and ATTACHMENT 2 “Planning for a 21st Century Library” – the PowerPoint presentation made at the 2016 Strategic Planning Retreat]
- Throughout July and August 2016 (during the busy Summer Reading Program when circulation increases 33%) the Library designs, financials, PowerPoint presentation and renderings were on permanent display in the Library Browsing Room for a two-month long Design Open House
- **Appropriations to Date:**

- Capital: 3/24/2012 ATM: \$20,000: Town match for \$40,000 state planning and design grant
- Capital: 3/28/2015 ATM: \$35,000: Library feasibility study supplemental appropriation
- Planning and Design Grant Award Fiscal Year 2016: \$50,000
- Planning and Design Grant Pledge from Library Trustees: \$5,000
- **Total Funding to Date: \$110,000**

- Unanimous Support at October 17, 2016 Fall Special Town Meeting for Massachusetts Public Library Construction Project Schematic Designs and Grant Submittal

C. How has the library engaged the library staff in the project's planning and design process?

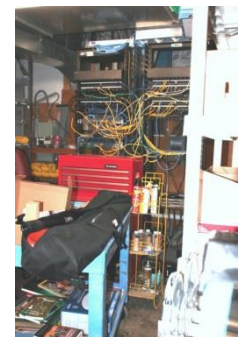
From 2009-2011 Library Trustees and Library Management staff toured newly-built and renovated libraries, some via a bus furnished by Library Trustee Funds. Photos and notes were taken, shared and reviewed in preparation for the Management Team working with the Library Director on the Library Building Program. Staff additionally filled out the Library Building Questionnaire by Division, to further inform the design and the details of the Library Building Program. Staff were included in the creation of the survey for the 2014-2018 Strategic Plan and attended Staff Forums on the design and space developments led by two Consultants and throughout the design development process.

2. Current conditions and their limitations

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions.

A. What are the current building layout and conditions and how do they limit the library's ability to serve the general public, adults, children and teens in terms of:

- Information services: This area reflects inadequate space for individual study, insufficient technology and WiFi strength to support public use, confusing placement of reference resources (shelving is not sufficiently distinct from Adult non-Fiction), and poor adjacencies. Additionally, all age groups walk through the Information Services area to reach the downstairs Fine Arts level where media, DVD's, more Adult non-fiction and the Young Adult (YA) collection are housed. Three study tables and six OPACs fit in the limited Information Services space, and the upper mezzanine offers three additional study tables. The Division Head shares inadequate office space with her supervisees, and the placement of the Information Services Desk is not prominent or easily identifiable upon entering the space. In summary, the Information Services area underperforms through lack of space, poor acoustics for serious study and less-than-ideal placement/adjacencies. With adult non-fiction and resource collections located on three levels, and the Local History collection on the third floor, both patrons and staff are challenged to locate and



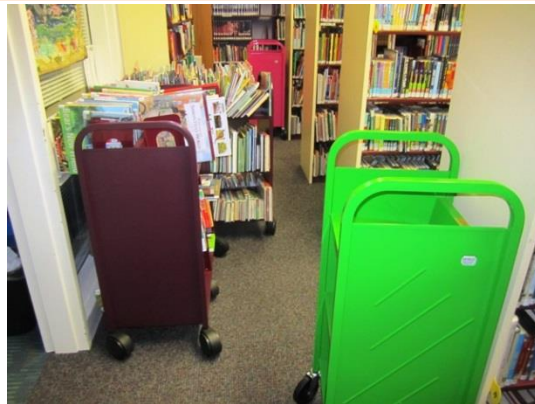
IT Rack in Maintenance Area

retrieve desired resources. Systems — providing Information Services has essentially nil space, with a single IT rack in the Maintenance Worker's space.

- Borrowing: Borrowing occurs on two levels in the Westford Library, and all ages frequent both service desks — the Main Desk and the Fine Arts Desk. Neither desk is visible upon entering the primary rear library entrance. Two desks results in redundant services (such as Hold Shelves) and patron confusion at times. Additionally, no Circulation Office or

Workspace are possible in the current building adjacent to the Borrowing workstations, delivery bins and sorting occur on a separate floor, and the Division Head overseeing Borrowing/Circulation shares an office on a separate lower level with the Systems Division Head a floor away from her primary area of responsibility.

- Collections: While Westford enjoys a robust collection budget (\$246,000), lack of space has forced the on-going weeding of all book collections (especially in Youth Services where we see a one-in-one-out ratio). Additionally, difficult choices have had to be enacted, such as shelving all YA non-fiction and Biography and all DVD non-fiction with Adult non-fiction works, and abandoning the use of locking cases for DVD's in order to glean much-needed shelf space. With space an issue, 25% of the Materials Budget now purchases digital, downloadable or virtual materials (requiring no physical space), and we continue to be



forced to choose to forego retention of certain collections (e.g. older periodicals) which we might otherwise retain. Space constraints have forced us to house Children's collections in the former Adult Browsing Room space and have also limited the launch of new collections which we would like to offer— e.g. games, more series and more genres.

Children's Stacks are 82.5" High and Congested despite Continuous Weeding

- Programming areas, meeting rooms, and quiet/group study spaces: With 1,987 Meeting Room reservations in FY16, the provision of free meeting rooms to community groups and the competing need to provide space for increased library programs has become daunting. On average, the Library turns away 35 requests for meeting space per month, and with only a single study room (seating three), and a small two-table Silent Study Room, it is impossible to support the scholastic, study, tutorial and research needs of the Westford patron in a quiet, secluded setting. Initiatives that would be possible with additional space include a Makerspace and a weekly "Girls Who Code" offering, neither of which is currently possible.



Current Programming Space is at Capacity

- Youth Services: The Youth Services area only measures 27' x 59'. While this wing ends in a Story Hour Room and tiny bathroom, it is impossible to bring a toddler, stroller and infant into the restroom space. Shelving of Children's fiction and non-fiction is on 82.5" - high shelves. Space allows only two computers, eight study seats (two at times serving as staff or volunteer workspace) and three upholstered seats for adults. With children borrowing at more than double the rate of adult users [See ATTACHMENT 6 Statistics], the limitations of this space critically impact our major user group and hampers collection growth and customer service. The Young Adult space in the Fine Arts area is a wide aisle 13' x 7' in area. There is no possibility of study seats, collaborative study or computer access in this space. Limited shelving space has forced the relocation of YA non-fiction and biography – now inter-filed with Adult non-fiction.

Pre-school Space is Insufficient for Enthusiastic Users



B. How do current building layout and conditions impact the library's ability to keep staff and public safe (a place that is free from harm or danger) and secure (state of being protected from harm) in terms of:

- Health: The J. V. Fletcher Library reflects certain of the health and safety issues of an older Victorian building: the granite stone foundation allows mice activity (and at times squirrels and other rodents); numerous additions mean variable ambient temperatures; entryways are freezing (due to the lack of airlocks) and the facility houses numerous unsafe stairwells without the landings and turns required in more recent Building Code. The elevator is too old to be sized for a gurney, and additionally acts as a pass-through and exit. Tight aisles and congestion make Exit Doors difficult to see and access, plus the lower level restrooms are essentially unmonitored by staff. (Fake cameras are utilized in several areas). Exterior and parking lighting should be improved, and a generator should be part of a new design.
- Fire protection: The current building is outfitted with both smoke and heat detectors, but does not have a fire suppression system. This is a major safety lack in the current facility, and is especially serious given the numerous open stairwells throughout the building and the mezzanine level which does not meet Fire Code [as it does not connect with the outer wall, but sits like a tray on the Adult stacks].
- Structural integrity: The Westford Library is fortunate in its granite, brick, plaster and concrete construction; for the most part (with the exception of some original Greek Revival windows and the original brick chimneys) the facility is in good structural condition. Some drop ceilings are stained and sagging, and numerous facility systems are aging in place and will require upgrade or replacement as they age out of service. More critical is the numerous elevation changes throughout the building and the stairwells which do not meet code compliance. [See ATTACHMENT 3 illustrating current variable floor elevations].

C. How does the current building hinder staff workflow and productivity?

The basic "H" design of the building obstructs certain staff site lines and results in a building with collections on four levels. Supervisory Division Heads do not have private office/work space adjacent to their divisions and a Circulation Workroom is totally lacking (bin receiving and sorting occurs on the floor below the Circulation Desk). The Youth Services staff utilize the main Meeting Room for many of their 210 programs annually -- but this space is one floor below the Children's Room. The Local History collection is a floor away from the Information Services staff -- as are periodical and newspaper back issues. The building is collection-rich -- but public space poor and work area poor.

D. What are the major obstacles to people approaching and accessing the building?

Only after seeing the proposed new design, does it become apparent how the current rear public entry reads as a fortress. While the Main Street access is essentially unchanged and a clear beckoning entryway, the rear entry is accessed across a busy parking lot with uneven asphalt sidewalks, poor signage and poorer design appeal. The rear entry faces north, but has no airlock or down-drafting heat source. The area is cold and unmonitored, and the public must ascend a staircase or an elevator to see and access library staff. Most regrettably, the rear entry does not say "Welcome! Please Come In!" — it says "Find me... now try finding staff."



- E. What is the parking capacity (lot and convenient street parking)?

The current lot allows for 59 cars plus 7 parking spots directly in front of the Main Street Common entrance. This capacity accommodates both the public and staff.

- F. Describe the path of travel from available parking to the building entrance.

The rear entry is accessed across a busy parking lot with uneven asphalt sidewalks and visual obstacles such as the drive-through book drop. Two-way traffic makes the walk to the building additionally unsafe, as does inadequate lighting. The parking spots in the front of the building are popular with patrons who wish to run in for a book on hold or a fast title selection.

- G. What portion of the parking is dedicated to library use only?

The 66 spots cited above are for library use only. In addition to these, the Library Trustees have a Memorandum of Understanding with the First Parish Church United next door allowing reciprocal use of parking lots/spaces when either organization is not open or offering services. Parking in Westford Center is a studied issue -- see the Northern Middlesex Council on Governments (NMCOG) "Westford Town Center Parking and Safety Study" excerpt, the NMCOG conceptual design for expanded parking behind the library on town-owned land and the Board of Selectmen-approved Center parking designation map in [Appendix N](#).

- H. What conditions related to energy efficiency or the surrounding exterior environment have a negative impact on the operations, management and use of the building?

The municipality of Westford has been assiduous in pursuing Energy Grant funding and Green Community status, and as a result the library has received numerous lighting and ballast upgrades and more energy-efficient boilers. Nonetheless, the original Victorian core of the building is uninsulated, some original Greek Revival windows remain on the Main Street façade and the 1987 additions boast high ceilings and trap and retain heat, despite added ceiling fans. The "H" design of the building locks air flow and ambient temperatures, a fact compounded by the standing hosts of stacks on all levels. The northern exposure of the rear entry will not change, but managing this northern exposure and entrance — and managing the bleaching effects of the strong southern front exposure will be necessary.

3. Expanded & improved facility benefits

- A. How does the project facilitate the library's ability to serve the general public, adults, children and teens in terms of:

- **Information services:** The new Information Services patron access point and work station will directly face patrons as they ascend to the second level by either main stairwell or elevator. It will additionally be directly above the Circulation Desk -- reiterating its role as a patron access point. This access point is centered within the building and viewable on the north/south axis the full length of the building. The Information Services area on the second level is ringed by the Local History, study and tutorial rooms and is adjacent to the Young Adult (YA) space. It will no longer function as a pass-through space allowing students, researchers and scholars to enjoy the northern exposure light and the expansive glass wall overlooking the rear of the library lot. Browsers, magazine-lovers, media fans and adult readers will frequent the original Browsing Rooms from which both the Adult fiction and non-fiction collections will now be available — to both public and staff — on a single level.



Future Information Services Area

- **Borrowing:** The proposed design centralizes Borrowing, siting the Circulation Desk and work area directly in view of the primary rear entrance and directly across from the Youth Services area opening — the engine that accounts for more than 50% of all Westford circulation. The Circulation Desk backs up to the bin sorting and ILL receiving area, as well as to the Technical Services space and the Homebound Office. All are a straight trajectory from the primary rear entrance at grade level for the purposes of returns and deliveries. Supplementing this major circulation outpost will be Self-Service kiosks outside of Children's and on the second level for adult use while browsing or studying.



Future Entrance, Borrowing & Youth Services to Right

- **Collections:** Westford has enjoyed robust collection support, and in the face of space limitations has progressed towards more digital and virtual purchases, while still engaging in continued weeding of physical collections and continued collection and stack expansion. In the proposed design, the greatest strength is the massing of collections by age, media or genre in an age-appropriate space on a single level. The current spread of collections across three and four levels is solved, as is the encroachment of collections into non-appropriate spaces, and the forced inter-filing of various collections because of lack of shelf space. This will serve as a boon to both staff and public, and collections are compacted into logical and sequential accessible spaces.
 - **Programming areas, meeting rooms, and quiet/group study spaces:** The proposed design answers the Westford public's desire for added free meeting, programming, study and tutorial spaces. It offers separate study space for Young Adults, a larger programming room sited in the Youth Services area and an expanded Meeting Room immediately inside the rear entrance at grade level. The Mary Atwood Hall, a Conference Room and a Trustees Room offer additional meeting spaces on the third level (the location of Administration). With almost 2,000 uses per year, these expanded public communal meeting spaces directly address a need identified by the public.
 - **Youth Services:** The proposed ground level Youth Services area — directly inside the rear primary entrance and across from the Circulation Desk — is one of the most positive aspects of the proposed design. In addition to more than doubling in space, the children's area will host a Division Office and workroom with storage right off a Youth Services public desk, and an enlarged Programming Room adjacent to a Family Restroom. The space will allow for study tables and computers (almost lacking currently) and a future outdoor courtyard.
- B. How does the project contribute to the library's ability to keep staff and public safe (a place that is free from harm or danger) and secure (state of being protected from harm) in terms of:

- Health: The proposed compact design allows for concentrated staffing at each level, ensuring more safety, monitoring and oversight. The design allows optimal site lines from the rear to the front of the facility, and improved site lines along the main stairwell, elevator and public restrooms. As a distinct area on the ground level, the Children's area is now distant from the dangerous tempting (and code-violating) stairwells currently adjacent to that area.
- Fire protection: Fire protection is dramatically increased in the future design, with the advent of a fire suppression system. Emergency exit stairwells will be fire code compliant and the current "tray" mezzanine (which would allow fire to lick up the outside walls) will disappear.
- Structural integrity: A significant advance of the proposed design is the leveling of the floor plates throughout the building so that each floor has a single elevation (the current building has areas ramped both up and down). [See ATTACHMENT 3 illustrating current variable floor elevations]. Facility systems will be brought up-to-date and older features – such as sagging drop ceilings and outdated public restrooms – will be replaced.

C. How will the project improve staff workflow and staff productivity?

Staff workflow and productivity will improve dramatically because of the adjacency of the Circulation and the Technical Services areas, the proximity of the Youth Services Area to Circulation and the proximity of the Information Services area to the YA space, Local History space and collaborative and single study spaces. Collections grouped on a single elevation will improve service and accessibility. Administrative functions reside on a single level and are adjacent to Trustee and Conference space.

D. Is the project ADA compliant? ☒Yes ☐No

What Architectural Access Board waivers may be sought to meet ADA compliance and why? Given the Town's expressed interest in being a "walking community", the Trustees will potentially seek to keep the front Main Street entrance open and viable. See the front Main Street exterior for the design compatibility of the proposed renovation/addition.



E. Explain the approved parking plan and note the number of library dedicated parking spaces and their location.

In the proposed site plan 77 parking spots in the rear lot and on Main Street are for library use only. In addition to these, the Library Trustees have a Memorandum of Understanding with the First Parish Church United next door allowing reciprocal use of parking lots/spaces when either organization is not open or offering services. As noted above parking in Westford Center is a studied issue -- see the Northern Middlesex Council on Governments (NMCOG) "Westford Town Center Parking and Safety Study" excerpt dated 2013, the NMCOG conceptual design for expanded parking behind the library on town-owned land and the Board of Selectmen-approved Center parking designation map in [Appendix N](#). While the expansion of parking into the rear town-owned lot is not part of this grant submittal, all of the surveying and wetlands delineation needed in preparation for parking expansion was conducted during the Planning and Design Grant. Future Town approval and appropriation (and potentially a vote for the Library Trustees to assume "Care and Custody") would be required for this parking extension which might net approximately 68 additional spaces. Parking continues to be studied by the Selectmen-appointed "Town Center Parking and Traffic Committee" charged with a study from 2015 onwards. An update on the parking Site plan and potential parking solutions was on the January 17, 2017 Planning Board agenda. [\[See APPENDIX N\]](#).

If parking capacity varies from the MBLC guideline of one parking space per 400 gross square feet of building, not including staff parking, provide documentation or a letter from the appropriate local board approving an alternative parking capacity and plan in Appendix N.

- F. Describe the proposed path of travel from the proposed parking to the building entrance.

While the primary entrance and access to the building continues to be on the north side from the parking lot, the introduction of one-way traffic, re-designed parking spaces, and the re-located drive-through book drop and sheds will improve the patron path of travel. Additionally, the future design features improved rear lighting and dramatically heightened design features will make the rear entry lit, prominent and welcoming.



- G. What portion of the parking is dedicated to library use only?

77 spaces are dedicated to library use only — 73 spaces in the rear lot and 4 spaces on Main Street. In addition to these spaces, Westford patrons have the potential to park in the abutting First Parish Church United lot (according to a Memorandum of Understanding), along Lincoln Street and Connell Drive and behind the Town Hall (after 5pm at night). [See APPENDIX N Alternate Parking Plan].

- H. What energy-efficient and environmentally sustainable features are incorporated into the project design?

The Building Committee has elected not to pursue LEED Certification for this project, however the building will be designed using LEED and other green building practices including bicycle racks, low flow bathroom fixtures, energy efficient mechanical systems, local building product when available, low emitting materials, occupancy sensors, materials containing recycled content, high efficiency windows and maximizing daylighting opportunities. Additionally this project is anticipated to undergo commissioning by a third party to ensure systems are optimized. *If the building has been designed to attain LEED certification by the U.S. Green Building Council, submit the most current LEED Project Scorecard in Appendix M.*

- I. How is flexibility evident in the design should it be necessary to change or expand over the next twenty years?

One of the proposed design's greatest assets is the leveling of floor plates so that spaces may be used and re-arranged with more flexibility; specifically, there is the ability to shrink the footprint of the adult stacks as collections change and develop over time. There is also the ability to change the use of staff space behind the Circulation Desk.

- J. Does the architectural design vary notably from the building program? For example, are there service areas that have been eliminated in the architectural design that were included in the building program? ☐ Yes ☒ No

If yes, explain why.

Extremely minor changes are found in the design rendering of the Library Building Program -- compromises reduced the size of the photocopier alcove, the Café and the Friends Room (now called Flex Storage). In all major ways, the proposed design responds to and realizes the Library Building Program.

4. Site

Incorporate photographs with descriptive captions within the narrative that illustrate current conditions and selected site, if different.

- A. Describe how and why the chosen site was selected, and any alternate sites considered.

The Facility Needs Committee (comprised of Library Trustees, the Library Director and members of the Town Permanent Building Committee analyzed potential alternate sites as an opening planning exercise. Five town-owned sites were considered with the final choice strongly informed by the Town's Master Plan. [See APPENDIX C City/Town Locus Map which is followed by the Alternate Site Analysis].

- B. Summarize the site investigation findings in reports on:

- Geotechnical examination:

The geotechnical examination was performed by Geotechnical Services Inc. in the fall of 2015. Four test borings were performed in the area of the new addition. There were no unusual conditions found. The geotechnical report includes guidelines for the structural engineer to design a foundation with conventional spread footings, a traditional six inch slab with a vapor barrier all on the existing native soils. No unsuitable soils were discovered at any of the four boring locations.

- Hazardous materials survey:

A hazardous materials survey was performed by Universal Environmental Consultants in the fall of 2015. 77 representative samples were taken from around the building based on and visual inspection of accessible areas. Asbestos containing materials were discovered, which is consistent with a building of this age. The materials do not cause any danger for current usage within the library, but should be removed prior to any construction activities. Lead paint is assumed in the oldest part of the building and thermostats were assumed to contain mercury. All materials will be properly disposed of as part of the construction process.

- Preservation or archeological site survey (if applicable):

The original 1895 J. V. Fletcher library is a beloved architectural icon in Town. While the library is part of the historic district, the library itself is not on any historic building register. It is the intention of this project to respect the library's face to the historic district and all the near work will be done at the rear and will not be visible from the main street. The historic façade will be cleaned as part of this project.

- Structural evaluation (if applicable):

The structural engineer found the existing 1895 building to be a structurally sound load bearing masonry building. The new construction will bring both the 1895 and the 1980s additions to meet the current structural and seismic code requirements. [See APPENDIX K for the Library Department excerpt from the Town-wide Facility Study conducted by DRA in 2014].

C. What zoning waivers may be required?

No zoning waivers should be required.

D. Does the library have clear title to the proposed project site? ☒ Yes ☐ No

Include a copy of the Title/Deed to the property in Appendix A. If the library has not yet secured final ownership of land, the following conditions must be met for the project to proceed.

[Please see in APPENDIX A a combination of deeds and attested Town Meeting votes showing approval of purchase for the three deeds comprising the Library lot and the town-owned land to the rear purchased for the "purpose of municipal parking or other municipal purposes".]

- **Existing Library Building**

Documenting Ownership – deed showing clear title to land

Establishing Value to Claim Eligible Cost – NA

Deadline – January 26, 2017

- **Acquired from Town or School Owned Land**

Documenting Ownership – can be contingent on receiving a construction grant
Official town meeting or vote of select board, school board or other town entity that administers the property that defines the site and authorizes transfer of land for the project

Establishing Value

Get three land appraisals from a real estate agent and use the middle appraisal
OR

Use city/town assessor's valuation

Claim up to \$800,000 as an eligible cost

Value of existing structures cannot be claimed

Only land for the library structure and associated dedicated parking

Only land acquired since January 26, 2014 is eligible

Deadline - January 26, 2017

- **Gifted**

Documenting Ownership – can be contingent on receiving a construction grant

Agreement between the donor and town that includes

Confirming the Gift

Defining the site

Value of site

Establishing Value

Get three land appraisals from a real estate agent and use the middle appraisal
OR

Use city/town assessor's valuation

Claim value as shown on the middle appraisal or city/town valuation, up to \$800,000

Value of existing structures cannot be claimed

Only land for the library structure and associated dedicated parking

Only land acquired since January 26, 2014 is eligible

Deadline - January 26, 2017 to claim as an eligible cost

Clear title by date of signing contract with MBLC

- **Purchased from a Seller**

Documenting Ownership – can be contingent on receiving a construction grant

Purchase and sale agreement between the town and the seller

Establishing Value – value as stated in purchase and sale agreement can be claimed as an eligible cost

Deadline – Signed purchase and sale agreement by January 26, 2017 to claim as an eligible cost

Only land acquired since January 26, 2014 is eligible

- **Leased Land**

Documenting Ownership in Application – can be contingent on receiving a construction grant

Lease agreement between the municipality and documented owner

Duration of least 99 years

Lease payments are not an eligible cost

Establishing Value – n/a

Deadline - January 26, 2017

Clear title or a lease of at least 99 years must be obtained prior to signing a grant contract with the Board of Library Commissioners. *A title search is required to confirm that property is without any claims by others and there is no history of past claims which might affect the ownership.* Include confirmation of a clear title or lease agreement and all supporting documentation in Appendix A.

5. Funding and Stewardship

A. Describe the potential level of financial support

- Local funding has already been approved:

Local funding will be sought at Special or Annual Town Meeting and the Ballot within six (6) months of the notice of a provisional grant award.

- Donor gift giving through capital campaign:

The Friends of the J. V. Fletcher Library, Inc. have revised their Bylaws to include a Foundation and Major Gifts Committee for the purpose of soliciting and receiving gifts to the "J. V. Fletcher Library Foundation." This group will become active in July 2017, and build on the past decade's successes of the annual "Fall Appeal." [See ATTACHMENT 4 Friends of the J. V. Fletcher Library, Inc. Bylaws]

- Charitable giving from businesses, foundations and other prospects:

The solicitation of significant gifts from area businesses, foundations and other prospects will be a major pillar in fundraising efforts. It is likely that for several years, the Friends' annual "Fall Appeal" will be replaced by a Major Gifts appeal.

- Other:

Additional funding will be sought from the Community Preservation Committee for the preservation and retention of historic portions of the J. V. Fletcher Library, such as the original 1895 skylight in the Mary Atwood Hall and certain stained glass transoms.

B. Describe the potential level of municipal support for library operations, including adjusted staffing levels and for adequate maintenance and repair after project completion.

The municipality of Westford has been a strong supporter of library services, staffing and programs; the proposed design offers efficiencies for staffing, but also additional space and surfaces requiring upkeep, maintenance and cleaning. The new building will be concomitant with the Town exceeding the 25,000 population mark which will increase hours to 59 per week (and thus increase staffing) ; use and popularity of the new facility may drive staffing levels as well. Future services — as yet un-envisioned — may argue for additional staff. The Town has

honored the Library department's operating budget requests for adequate supportive maintenance in the past and Friends' fund-raising and community support have maintained the cosmetics of the current facility.

- C. For **all projects**, fill out a Massachusetts Historical Commission (MHC) Notification form, send to the MHC and include a copy in Appendix G.
- Guide: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf>
 - Form: <http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>

6. Special Conditions

- A. If not already included in this application, describe any special conditions pertaining to this project or municipality. Special conditions might include such factors as demography, economics, or other conditions that have had a significant effect on the proposed project's scope or size. []

7. Project Timeline

Estimate the number of months needed to: [See ATTACHMENT 5 Design Development through Construction attached and ATTACHMENT 5a J. V. FLETCHER LIBRARY EXPANSION CALENDAR]

- A. Finalize schematic design & complete design development: 11 months
- B. Secure local funding: 6 months
- C. Complete construction: 18 months

SECTION 2: FINANCIAL

A. ESTIMATED ELIGIBLE/ NON-ELIGIBLE PROJECT COSTS

- For a project in a single municipality or for a Joint Library Project (libraries in two or more towns planning a single building), complete the spreadsheet linked below.
- If your project includes costs for constructing space housing another agency, organization or department as well as the library, do not fill out section 2A. An Application Addendum for a Shared Building Project is required, with a slightly different spreadsheet. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.

Cost Estimate

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Cost Estimate

B. DETAILED COST ESTIMATE

Include the independent cost estimator's full report in Appendix L.

Estimating Firm:	Fennessy Consulting Services
Address:	27 Glen Street, Suite 9C, Stoughton, MA 02072
Name of Estimator:	Seamus Fennessy
Phone(s):	781-344-4464
Email address:	sfennessy@fennessyconsulting.com

Estimating Firm:	Daedalus Projects Incorporated
Address:	112 South Street, Boston, MA 02111
Name of Estimator:	Delwyn Williamson
Phone(s):	(617) 451-2717
Email address:	dwilliamson@dpi-boston.com

C. COST PER SQUARE FOOT

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Cost per Square Foot

D. FUNDING SOURCES

Describe your plan for obtaining funds other than the MPLCP grant.

[In presentations to Town officials and Town voters, the J. V. Fletcher Library project has been presented as a "2020 Vision" with the expectation that the preponderance of cost would be borne in a Town bond (\$12.1 million – applying the grant offset) and Westford would be waitlisted and would proceed with a project escalated for 3-4 years out. Thus in the Finance Director's Strategic Planning Retreat presentation [See ATTACHMENT 1 "June 16, 2016 Strategic Planning Retreat Financial Summary" presented by Town Finance Director] the project is projected to be completed in 2022, with bond payments dovetailing with a significant \$1 million and more drop-off in the Town's annual debt payment schedule. In addition to the Town bond, the J. V. Fletcher Library Foundation under the Friends' aegis would raise \$1.3 million for furnishings and non-eligible costs, building upon the gift development relationship with the past decade's Fall Appeal donors (\$175,000 is in hand). Potentially, the Library Trustees will enlist a professional fund raiser for counsel and guidance in this process.]

Double-click the icon to access the spreadsheet. When complete, print out the spreadsheet and insert behind this page in the binders.



Funding Sources

SECTION 3: ASSURANCES AND CERTIFICATIONS

A. QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

1. **Project Director.** The library director may function as the project director.

Name: Ellen D. Rainville

Position: Library Director

Responsibilities: The Library Director shall be responsible for anticipating, monitoring, and planning for all operational impacts of the Public Library Construction Grant, as well as being a pro-active partner in all planning, design, construction and implementation decisions. The Director shall attend all meetings of Trustees, Permanent Town Building Committee, Foundation, Friends and on-site construction meetings, and shall liaise with the OPM, Clerk of the Works, Design Team, Contractor and Sub-contractors, Town Officials and MBLC representatives throughout the course of the project. The Library Director shall serve additionally as project advocate and quality assurance as the project proceeds.

Qualifications: MLS, 44 years Library Experience, former Project Director on 1988 renovation/addition.

2. **Architect.** Complete this form for the firm, principal and/or project architect working on the project

Architectural Firm: Finegold Alexander Architects
Address: 77 North Washington St. Boston MA 02114
Phone(s): 617-227-9272
Website: www.faainc.com
Library project date of hire: active

Name of Principal Architect: Tony Hsiao
Phone(s): 617-227-9272 x303
Email address: th@faainc.com
Mass. License #: 6993

Name of Project Architect
(if different): Ellen Anselone
Phone(s): 617-227-9272 x203
Email address: eanselone@faainc.com
Mass. License #: 7705

3. **Owner's Project Manager (OPM).** Complete this form for the firm, the OPM and the Clerk of the Works

Project Management Firm: Daedalus Projects Inc.
Address: 112 South Street, Boston MA 02111
Phone(s): 617-451-2717
Website: www.daedalusprojects.com
Library project date of hire: 6/1/2015
Name of OPM: Alicia MK Monks
Phone(s): 617-451-2717

Email address: amonks@dpi-boston.com

Name of Clerk of the Works: None Selected to Date

Phone(s): []

Email address: []

4. **Library Director.** Complete only if the library director is not the project director.

Full name: []

Phone(s): []

Email address: []

Major responsibilities related to the project: []

B. PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION

The sole awarding legal authority for this project will be:

(Mark only one)

☒ Board of Library Trustees

☐ Local Building Committee

☐ Other Municipal Official

Chairperson or Municipal Official of Above

Full name: Hajo Koester

Title: Chair

Address: 65 Providence Rd. Westford MA 01886

Phone(s): 978-692-2513

Email address: hkoester@westfordma.gov

The person legally authorized to receive and safeguard Massachusetts Public Library Construction Program funds locally:

Full name: Christine Collins

Title: Treasurer/Collector

Address: Town House, 55 Main St., Westford MA 01886

Phone(s): 978-399-5506

Email address: ccollins@westfordma.gov

The person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Full name: Alice M. Ferro

Title: Town Accountant

Address: Town House, 55 Main St., Westford MA 01886

Phone(s): 978-392-4450

Email address: aferro@westfordma.gov

Name and address of bank or other institution where Massachusetts Public Library Construction Program funds will be deposited:

Bank or institution name: Eastern Bank
Contact name: Heather Tittmann
Title: Vice President Government Banking
Address: 195 Market St. EP 3-06 Lynn MA 01901
Phone(s): 800-427-8444
Email address: h.tittmann@easternbank.com

Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Office or agency name: Town Accountant's Office
Contact name: Alice M. Ferro
Title: Town Accountant
Address: Town House, 55 Main St., Westford MA 01886
Phone(s): 978-392-4450
Email address: aferro@westfordma.gov

Official documents to verify information shown in official accounts will be on file at:

Office or agency name: J. V. Fletcher Library
Contact name: Ellen D. Rainville
Title: Library Director
Address: 50 Main St., Westford MA 01886
Phone(s): 978-399-2312
Email address: erainville@westfordma.gov

Person authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO) is:

MCPPO-certified City/Town Hall or School District Individual:

Full name: Jodi Ross
Title: Town Manager
Address: Town House, 55 Main St., Westford MA 01886
Phone(s): 978-692-5500
Email address: jross@westfordma.gov

C. COMPLIANCE ASSURANCES

Applicants shall agree in writing to the 38 assurances found in 605 CMR 6.05 (2)(d) which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. that new, remodeled or renovated library buildings will be planned for a minimum operational life of 20 years;
2. that the completed facility will continue to be used as a free public library for at least 20 years. Prior approval from the Board must be obtained if there is any change in proportional use, or if the building is sold or reused for a non-public library function. In the event that the building is not kept in continuous use as a free public library for 20 years, the city or town must return the amount of the grant award plus interest to the Board within 60 days of the date the library building falls out of compliance with 605 CMR 6.05;
3. that the Applicant will continue the library's participation and qualification in programs established by or the successors to State Aid to Public Libraries M.G.L. c. 78, §§ 19A and 19B. Should the Applicant fail to be certified by the Board to receive State Aid during the period in which the grant contract and agreement is in effect, until project completion and final payment, this will be considered a breach of the contract;
4. that when construction is complete, the Applicant will make all full and good faith efforts to ensure that sufficient funds will be available for the effective operation and maintenance of the facility, in accordance with applicable federal, state and local requirements and standards;
5. that a sign will be displayed on the construction site and a plaque will be placed in the completed building stating that State funds administered by the Massachusetts Board of Library Commissioners have been or are being used for construction and displaying the MBLC name and logo;
6. that the Applicant and contractors will not knowingly employ, compensate, or arrange to compensate any employee of the Board during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A;
7. that the Board will have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project;
8. that if required, pre-contract and preconstruction conferences will be held with representative(s) from the Board;
9. that the Owner's Project Manager, architect and other contractors of an approved public library project will be selected using the procedures as outlined by the Designer Selection Board under the provisions of M.G.L. c. 7C, §§ 44 through 58;
10. that all design, construction, construction contracts and sub contracts will be in conformity with all applicable provisions of state and local law, rules and regulations including, but not limited to, M.G.L. c. 143, St. 1972, c. 802, St. 1984, c. 348 and 780 CMR: State Board of Building Regulations and Standards. All construction contracts must be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M;
11. that the Applicant will be in compliance with Executive Order 524: Establishing the Massachusetts Supplier Diversity Program, which includes set aside provisions for minority business enterprises and women-owned business enterprises, and in compliance with M.G.L. c. 151B. The Applicant must not discriminate in any manner because of gender, race, color, religion, national origin, ancestry, age, sex, or handicap;
12. that the Applicant will require that all construction contracts will be in conformity with applicable law and regulations related to minority hiring. Every state-assisted contract for an approved public library project, including sub contracts, will include the Commonwealth's Supplemental Equal Opportunity/Anti-Discrimination and Affirmative Action Program as part of the contract;
13. that the Applicant will comply with Executive Order 526: Regarding Non-discrimination, Diversity, Equal Opportunity, and Affirmative Action. The Applicant will safeguard nondiscrimination, diversity and equal opportunity in state funded workplaces, decisions, programs, activities, services and contracts;
14. that the Applicant will submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation;

15. that the Applicant will assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H;
16. that the building will be designed according to 521 CMR: Architectural Access Board;
17. that life cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, will be considered in order to ensure that the energy system with the lowest life cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433;
18. that the Applicant will closely monitor the cost effects of building program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff-efficient manner considering the type of project and structure;
19. that there will be an evaluation of flood hazard so that the facility to be constructed will be located to prevent potential flood hazards, as far as is practicable;
20. that the building will be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes will be selected to minimize operational costs and maintenance. This will include provision for a fire-rated enclosure for any automated or manually operated exterior book or nonprint materials return that penetrates a wall of the building;
21. that the Applicant will comply with M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00: Protection of Properties Included in the State Register of Historical Places and any additional Massachusetts Historical Commission legal and regulatory requirements, including that which affords the Massachusetts Historical Commission the opportunity to review and comment as early as possible in the planning stages of the project;
22. that the Applicant will comply with Americans with Disabilities (ADA) federal standards and the regulations of the Massachusetts Architectural Access Board, including those requirements for making alterations to historical properties to ensure that property and building are readily accessible and usable by individuals with disabilities unless a variance has been obtained for all noncompliant features;
23. that prior approval from the Board will be obtained for significant budget, program or plan changes and revisions including deduct change orders, excluding change orders of an emergency nature;
24. that the Applicant will provide adequate supervision during the term of the project including architectural supervision, value engineering and the retention of a qualified clerk of the works and, when required, an Owners Project Manager that meets the qualifications required by M.G.L. c 7C, § 44 through 58;
25. that Board staff will be provided reasonable access to the project and site with consideration for site conditions and with appropriate notification;
26. that every good faith effort will be made to obtain sufficient funds beyond those granted under the Massachusetts Public Library Construction Program for the non-matching and non-eligible portion of project costs;
27. that the Board will not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award;
28. that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program require prior approval;
29. that the Board, the Governor or his or her designee, the Secretary of Administration and Finance, and the State Auditor or his designee will have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the Applicant which pertain to the performance of the provisions and requirements of this agreement. Upon request, the Applicant will furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the Applicant concerning the project, a provision must be included requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project according to Executive Order 195: Vendor Contracts of April 27, 1981;

30. that the Applicant will file all required reports and the Board will be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and other documentation will be supplied to the Board by the Applicant within six months of project completion;
31. that all grant funds received by the Applicant from the Massachusetts Public Library Construction Program will be placed in an interest bearing account separate from other Applicant accounts. All grant funds, including interest income, will be retained in this account until they are expended for purposes specified in the construction grant application. Purposes specifically excluded include all those specified in 605 CMR 6.02: Definitions Eligible Costs;
32. that the Applicant will file a final evaluation form on the performance of contractors on the project as required by the Division of Capital Asset Management and Maintenance (DCAMM) upon completion of the project;
33. that construction will begin in the fiscal year immediately following the date of acceptance by Board staff of the final project construction documents;
34. that a copy of the as-built drawings, in paper or electronic form, will be supplied to the Board within 60 days after issuance of Certificate of Occupancy;
35. that the Applicant has clear title to the project site or a lease of at least 99 years;
36. that the project site will remain as described in the application and approved at the time of award or Waiting List placement;
37. that the construction process will comply with all current state and local building codes for libraries and all applicable standards and procedures;
38. that the completed project will meet or exceed a building efficiency rating of 65%.

D. APPLICATION CERTIFICATIONS

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. At least one person officially representing the town and one library trustee representing the library must sign. Name and title may be typed or legibly handwritten. Signature must be handwritten.

Name: Jodi Ross

Title and Board/Committee: Town Manager

Signature: _____ Date: / /

Name: Hajo Koester

Title and Board/Committee: Chair, Board of Library Trustees

Signature: _____ Date: / /

Name: Thomas Mahanna

Title and Board/Committee: Chair, Permanent Town Building Committee

Signature: _____ Date: / /

Name: Andrea Peraner-Sweet

Title and Board/Committee: Chair, Board of Selectmen

Signature: _____ Date: / /

Name: Kathleen Canavan

Title and Board/Committee: Chair, Library Facility Needs Committee

Signature: _____ Date: _____

Name: Alice Ferro

Title and Board/Committee: Town Accountant

Signature: _____ Date: _____

Name: Ellen D. Rainville

Title and Board/Committee: Library Director

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

APPENDICES AND ATTACHMENTS

- A. Title/Deed and Related Documentation
- B. Copy of Town Meeting/City Council votes
- C. City/Town map showing location of proposed site
- D. Floor plans of existing library building
- E. Excerpted Pages from Master Plan/Library Long Range Plan
- F. Library Building Program
- G. Massachusetts Historical Commission notification form
- H. Geotechnical Consultant's Report
- I. Hazardous Materials Survey
- J. Structural Analysis
- K. Engineering and Other Surveys and Reports
- L. Detailed Cost Estimate
- M. LEED Scorecard (if applicable)
- N. Alternate Parking Plan (if applicable)
- O. Schematic Design Drawings*

*Schematic drawings are adequate for the purposes of a grant application, but the latest version available should be submitted. Depending on the status of your project, that may be schematic, design development, or even construction drawings. All drawings and documents must be clear and readable, with labels to indicate location and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The plans must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc. Include one (1) half-size (15" x 22") set of schematic drawings, or most developed drawings, in their latest version available (scale: 1" = 16'). This half-

size set should be folded and placed in the pocket of the Original Copy binder. In addition to the half-size set, include one set of 11"x17" drawings in each binder. Drawings must include:

- Floor plan(s) with a complete furniture, fixtures and equipment (FF&E) layout, including shelving unit heights. For an addition/renovation, provide floor plan(s) of the existing building with current FF&E layout as well as one for proposed layout. Indicate number of square feet in each area/room. Each level of the floor plan must be shown on a separate page.
- Elevations of proposed facades, especially those showing public entrances.
- Site plan and topographical survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger). Include written explanation of parking plans.
- Sections as needed to illustrate levels and main ceiling heights.

P. Attachments (label sequentially)

1. ATTACHMENT 1 "June 16, 2016 Strategic Planning Retreat Financial Summary"
2. ATTACHMENT 2 "Planning for a 21st Century Library" – the PowerPoint presentation
3. ATTACHMENT 3 Current Variable Floor Elevations
4. ATTACHMENT 4 Friends of the J. V. Fletcher Library, Inc. Bylaws
5. ATTACHMENT 5 Design Development through Construction
6. ATTACHMENT 6 Statistics
7. ATTACHMENT 7 Renderings

Application Package Checklist

The following checklist is provided to assist in submitting a complete application package. Complete and include in the front of the application.

In Package	Submittal <i>(For a detailed list of required submittals, see pages 3-4)</i>
<input checked="" type="checkbox"/>	Complete original and labeled "Original Copy" and seven additional copies in 3-ring binders (3" max binder width) and using section dividers provided by MBLC
<input type="checkbox"/>	Original and dated signatures in Original Copy
<input checked="" type="checkbox"/>	All sections and questions answered completely
<input checked="" type="checkbox"/>	Massachusetts Historical Commission Notification Form/Approval Letter
<input checked="" type="checkbox"/>	Certification of Application filled out completely
<input checked="" type="checkbox"/>	Copy of title/deed and other documents related to land acquisition or gift
<input checked="" type="checkbox"/>	City/town map showing proposed site
<input checked="" type="checkbox"/>	Site plan
<input checked="" type="checkbox"/>	Topographic survey
<input checked="" type="checkbox"/>	Library Building Program with completion date on cover
<input checked="" type="checkbox"/>	Half-size set of schematic design drawings of proposed building prepared by architect with labeled furniture and shelving layouts in Original binder
<input checked="" type="checkbox"/>	11"x17" reductions of schematic design drawings in each binder
<input checked="" type="checkbox"/>	Copy of site suitability certification by geotechnical consultant
<input checked="" type="checkbox"/>	Photographs of the existing conditions and building/proposed site
<input checked="" type="checkbox"/>	Copies of town meeting or city council votes, if available
<input checked="" type="checkbox"/>	LEED Project Scorecard if applying for the MPLCP Green Library Incentive
<input checked="" type="checkbox"/>	Cost estimate(s)
<input checked="" type="checkbox"/>	Copy of town meeting/city council vote
<input checked="" type="checkbox"/>	Geotechnical, hazardous material, and structural analysis reports
<input checked="" type="checkbox"/>	Excerpts from long range plan / master plan
<input checked="" type="checkbox"/>	Abstract Completed
<input type="checkbox"/>	Table of Contents fields updated as last step before printing
<input type="checkbox"/>	Print application and five (5) spreadsheets; insert spreadsheets after the pages specified